HR State of Washington

DEPARTMENT OF PERSONNEL
Organizational & Employee Development Services

Featured Courses – December 2009

More OEDS Training Programs:

- Interpersonal Communication
- Written Communication
- Presentations, Design, and Delivery
- Leadership Development
- Human Resource Training
- Investigator Training
- Computer Training
- Project Management
- Risk Management
- Professional Development
- HRMS Training
- Government Efficiency
- eLearning Courses

Registration Information:

Website:
www.dop.wa.gov/training

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traininginfo@dop.wa.gov

Phone: 360-664-1921

Reasonable Accommodation:
360-664-1921

Fax: 360-586-6695

P C E N D U S E R T R A I N I N G

Access 2007 - Level 1 (2 Days) (01-04-D472)
This course is designed to help you examine basic database concepts and create/modify databases and their various objects using a relational database application.
Learn more about this course…

Database Planning & Design -Lecture/Workshop (2 Days) (01-04-D229)
This class provides the foundation you need to understand how tables in relational databases such as Access are constructed and work together to provide accurate information. Learn about key database concepts such as data models, normalization, relational operations, and some data administration considerations.
Learn more about this course…

Excel Spreadsheet to Access Database Conversion (1/2 Day) (01-04-D653)
Do you have a monster Excel spreadsheet that is slow and difficult to search? You know you should transition it to a database, but are wondering how? Come to this half day class and learn how to turn an Excel spreadsheet into a fully functional relational database.
Learn more about this course…

Excel 2007 - Level 1 (1 Day) (01-04-D344)
In this course you will learn how to use the 'Help' system and navigate worksheets and workbooks. You will create and modify charts; learn how to manage large workbooks; enter and edit text, values, formulas, and pictures; save workbooks in various formats.
Learn more about this course…

Excel 2007 - Level 1 for New Users (2 Days) (01-04-D617)
In this course you will learn the skills you need to create and modify Excel ™ 2007 worksheets, perform calculations, modify and format worksheets and develop a workbook.
Learn more about this course…

Excel 2007 - Level 2 (2 Days) (01-04-D618)
In this course you will use Excel ™ 2007 to streamline and enhance your spreadsheets with templates, filters, charts, graphics, and formulas. You will apply visual elements and advanced formulas to a worksheet to display data in various formats.
Learn more about this course…

Excel 2007 - Level 4 Power User (1 Day) (01-04-D643)
If you are an advanced Excel user and need to conduct data analysis using more complex formulas and features than this course is for you. You will learn how advanced formulas, functions and arrays can help streamline your data mining processes and provide useful projections.
Learn more about this course…

Office 2007 (2 Days) (01-04-D613)

This course provides you with the concepts and hands on practice of the new features of Microsoft Office 2007. Hands-on exercises will help you to gain familiarity with tools such as the new button menu, ribbon groups, galleries, contextual tabs, live preview, the dialog box launcher, the document information panel and more.
Learn more about this course…

New Outlook Quick Tips (1/2 Day) (01-04-D655)

Learn about helpful tools in Outlook. Imagine your new email sorting itself! Learn to make Rules that will do the work for you! Practice an amazing system for staying organized, no more 200-300 items in your inbox.
Learn more about this course…

Publisher 2007 (1 Day) (01-04-D638)

This course will help you to create and distribute a wide variety of high-quality publications and marketing materials - from single-page fliers to more complex brochures, catalogs and e-mail newsletters. You will learn to use a variety of tools that will help you to create, publish, distribute and print professional looking materials.
Learn more about this course…

SharePoint Services for New Users (3 Days) (01-04-T627)

You will learn the essentials for creating and managing SharePoint sites and web parts, including working with lists and libraries. The course will give you practice working with collaboration features to create surveys, discussion boards, wikis, and blogs.
Learn more about this course…

New Web Data-Driven Pages for Non-Programmers (1/2 Day) (01-04-D656)

In this workshop you will use Visual Web Developer and SQL Server Express (both free downloads from Microsoft) to construct drop-list filters which automatically update a list by retrieving matching data. No programming skills are required for this class.
Learn more about this course…

Word 2007 - Level 1 (1 Day) (01-04-D615)

This course is designed so you can practice with the basic functions and features of Word 2007, used to create revise, and save documents for printing or retrieval.
Learn more about this course…

Word 2007 - Level 2 (1 Day) (01-04-D623)

If you need to know how to create or modify complex business documents as well as customize Word efficiency tools this course is for you. In this course you will create complex documents by adding components such as, customized lists, tables, charts, and graphics.
Learn more about this course…

Word 2007: Managing Long Documents (1 Day) (01-04-D639)

This hands-on course builds upon your Word 2007 skills learning in previous courses. You will learn how to manage and distribute long documents and forms and also how to link Word to other office products such as Excel, PowerPoint, and Outlook.
Learn more about this course…